



Facilities and Maintenance Committee Minutes

Lee County, Illinois

Apr 10, 2023 at 3:00 PM CDT

Old Lee County Courthouse, Third Floor Boardroom, 112 E 2nd St, Dixon, IL 61021

I. Call to Order

Meeting was called to order at 3:00 p.m., by Chair Tom Wilson.

II. Committee Member Roll Call: Chair Tom Wilson, Vice Chair Dean Freil, Jack Skrogstad, Chris Robertson, Mike Pearson

Tom Wilson, Dean Freil, Jack Skrogstad, Chris Robertson, and Mike Pearson were all present in person.

Also present: Keane Hudson (Board Member), Charley Boonstra (State's Attorney), Wendy Ryerson (Administrator), Greg Saunders (Maintenance Supervisor), and Becky Brenner (Board Secretary).

III. Public Attendees

No members of the public were in attendance.

IV. Approval of the Minutes from the Previous Meeting - (March 13, 2023)

Minutes from the March 13, 2023, Facilities and Maintenance Committee Meeting were approved as presented without modification.

V. Maintenance Department Report and Action Items

A. Report

Greg Saunders reported the following information from the Maintenance Department:

- Meetings will be scheduled with 911 board members to discuss potential costs and options for repairing the wall between the New Courts Building and the 911 Center.
- VAV project in the Old Courthouse will be going out for bid.
- The Election Office remodel is complete except for the Southeast corner. Drainpipe work on the roof has been completed so the plaster company can come back to touch up the walls so they can be repainted. It is likely the Election Office can move back into their space by the end of the month.
- The elevator replacement project has started in the New Courts Building.
 - The masonry pockets for the steel beam were started on Friday, April 7th and will be completed on April 10.
 - The steel beam was installed on April 7th. The installation took roughly 4 hours.
 - Electric, lights, controls, monitoring camera installation, cylinder installation, and sump pump installation will be scheduled.

- The Old Courthouse Elevator Project will start as soon as the New Courts Elevator Project is completed.
- The committee will be asking that the flooring budget for FY2024 be raised to \$75,000. Tom Wilson explained that in years past the budget was \$10,000. Last year Wendy Ryerson suggested that the budget be bumped to \$35,000. With the increased budget all the carpet in the County buildings could be replaced within the next 5-6 years. Then only carpet cleaning would need to be budgeted.
- The committee will be asking for a professional carpet cleaning budget allowance.
- The Old Courthouse outside entrance doors will be re-keyed. When the project is scheduled, new keys will be distributed to employees.

Tom Wilson complemented Greg Saunders on the progress made on the elevator project at the New Courts Building. Greg organized a meeting with the contractor and subcontractors. A list was provided siting all of the work that need to be done before the project could begin and the list was completed in a very short time frame.

Tom expanded on the 911 wall topic and explained that he would be meeting with Shelley Dallas and Josh Tucker to talk about replacement options. The wall between the New Courts Building and the 911 Center is leaning significantly. Only a portion of the wall needs to be replaced. He would like to have cost information prior to the budget process starting in June.

VI. Facility Improvement Updates

This information was covered during the Maintenance report.

- A. New Courts elevator update

VII. Work Order Review and Approval - None

There were no work orders in April to review.

VIII. Unfinished Business

There were no items under Unfinished Business.

IX. New Business

- A. Approval to go out to bid on the old lighting fixtures in the Old Courthouse with new LED fixtures.

Tom Wilson explained that ComEd has an incentive program for replacing the current fluorescent lighting fixtures in the Old Courthouse with LED lighting. The County would receive a rebate check from ComEd for roughly \$11,000 after completing the project. Money up front for getting the work done would be roughly \$42,000. The project would pay for itself in energy savings over a span of roughly eleven (11) years.

Motion to approve going out to bid to replace the old lighting fixtures in the Old Courthouse with new LED fixtures. **Moved** by Dean Freil. **Second** by Chris Robertson. **Motion** passed unanimously by voice vote.

B. County concrete replacement and repair projects

Tom Wilson explained that there were three (3) concrete projects that were in desperate need of repair:

- The first project was the sidewalk between 911 and the Old LEC that is tipped back toward the Old LEC. The sidewalk has been leaking water into both buildings. Replacing part of the sidewalk and getting it flashed in properly would stop the leaking. The estimated cost to repair is \$8,800.
- The second is a grate (trench drain) in front of the New Courts Building that caved in. The estimated cost to repair is \$6,110.
- The third is the main entrance concrete, steps, and wheelchair ramp on the South side of the Old Courthouse. The estimated cost to fix the concrete only is \$26,250.

Motion to move the County concrete replacement projects to the Finance Committee for consideration. **Moved** by Dean Freil. **Second** by Mike Pearson. **Motion** passed unanimously by voice vote.

C. Premium money expenditure for the New Courts elevator project

Greg Saunders reported that parts of the installation process of the elevator at the New Courts Building might have to be done early in the morning, on weekends, or after hours because of the noise the repairs will make. Court and daily activities within the building cannot be impeded by the elevator installation, so overtime costs would be incurred. Greg went on to explain that the County budgeted for the premium cost for the elevator replacement, so if there are no issues when the cylinder is removed from the ground, then the project would most likely not be over budget, even with the additional overtime costs.

X. Executive Session

There was no request for an Executive Session.

XI. Adjournment

Motion to adjourn at 3:22 p.m. **Moved** by Dean Freil. **Second** by Chris Robertson. **Motion** passed unanimously by voice vote.

The next Facilities and Maintenance Committee Meeting is scheduled for 3:00 p.m. on Monday, April 24, 2023.

***The **second monthly** Facilities and Maintenance Committee Meeting was created due to the large number of pending capital projects being scheduled/considered. If a second monthly meeting is not necessary, it will be cancelled. Please check the website calendar at leecountyil.com for possible cancellations.*

Respectfully submitted by:
Becky Brenner - Board Secretary